

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Accountant II (Travel) position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$53,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

[Apply Online](#)

Review of documents will begin immediately. **The deadline to apply is June 21, 2023.**

POSITION:	Accountant II (Travel)
DIVISION:	Financial Services
OFFICE LOCATION:	Oklahoma City
SALARY:	\$50,000 - \$53,000
JOB NUMBER:	J-791

JOB DESCRIPTION & FUNCTIONS:

The Accountant II is responsible for the fiscal management of employee travel claim reimbursements in accordance with government regulations and agency policy. The position is also responsible for conducting staff outreach related to travel reimbursement, including training. The position addresses tight deadlines, a multitude of financial reporting activities, and collaborative support to the accounts payable clerk. This position will also respond to inquiries from agency-wide associates regarding travel reimbursement questions. The Accountant II will report to the Accounting Manager and contact the Chief Financial Officer daily, which requires strong written and verbal interpersonal communication skills. The successful candidate should have strong analytical, technical, interpersonal, problem-solving, and organizational skills. In addition, superior customer relations skills are required.

RESPONSIBILITIES:

- Pre-audits and post-audits travel expense vouchers, refund vouchers, vendor invoices, contractor requests for payments, and other financial documents; classifies expenditures by agency chart of accounts in adherence with state regulations.
- Updates agency travel manual, as necessary.
- Maintains cash journals, control registers, subsidiary ledgers, general ledgers, and other fiscal records in accordance with government regulations and agency policy.
- Prepares quarterly and annual statutorily required reports.



- Perform accounting approval for purchase card transactions.
- Reviews sub-recipient grant contracts for accuracy and posts to the agency's internal accounting system.
- Prepares accounting adjustments, as required, within the agency's financial system.
- Reconciles various agency financial records between internal agency systems and outside sources such as the State Treasurer's Office.
- Responds to inquiries from employees, vendors, and contract sub-recipients regarding vouchers.
- Prepares miscellaneous Accounts Receivable invoices and monitors collection status.
- Assist with the draws of federal funds, including PeopleSoft Accounts Receivable and Billing processes.
- Stays current and follows all state and federal rules and regulations pertaining to travel reimbursement and financial management.
- Assists in developing and implementing new processes and procedures to enhance the workflow of the division and agency.
- Performs other accounting work as required and assigned by the Accounting Manager and Chief Financial Officer.

KNOWLEDGE AND SKILLS:

The successful candidate must be self-directed. The candidate must also possess strong analytical, technical, interpersonal, and organizational skills. Excellent attention to detail and accuracy is required.

Must be an effective communicator with strong verbal and written communication skills and possess the ability to think and work independently and as part of a team. The ability to multi-task, work under pressure and meet deadlines is required.

Must have high initiative and the ability to express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

The position requires a knowledge of accepted accounting practices and principles. A demonstrated skill in coordinating the work of separate units and divisions is desirable. A working knowledge of governmental accounting and grant accounting is also desirable.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance, or business is preferred, or a minimum of 2 years of experience in the field of governmental accounting and grant accounting will be required. New college graduates with a desire to learn will also be considered.

Proficiency in Excel and the capacity to develop detailed charts and reports are required. A knowledge of PeopleSoft is desirable.

AA/EOE

